

Attention Attorneys (Updated June 5, 2020)

Municipal Court will remain closed to the public past security until further notice as we work through the [Missouri Supreme Court four-phase Operational Directive for reopening courts](#).

- Defendants are receiving notices of continuances if the case is not on an attorney status docket. Please contact your client, view their court date online at www.kcmo.gov/court or email court.filings@kcmo.org.
- Attorneys with cases on attorney status dockets will receive an email notice of a virtual hearing.

Even once we allow additional customers, we will only allow a limited number of people inside the building at a time. **You may wait several HOURS before being able to enter.** Masks or facial coverings for the nose and mouth will be required along with temperature screenings for everyone entering the building.

What you can do now to avoid cases stacking up:

1. **File your entry of appearance at** court.filings@kcmo.org,
2. **Contact the Prosecutor's Office at** plea.requests@kcmo.org **to negotiate plea offers on your cases.**
3. **For any hearing where you need to see the judge, schedule a** [virtual hearing](#) **by going to** www.kcmo.gov/court **and clicking the Virtual Court Appearance link.**
 - A virtual hearing is a video conference using a Zoom platform.
 - When you apply, you will receive an email with the date, time and link to join the meeting. Make sure you send it to your client if they need to appear.
 - The invite also includes instructions to dial in by cell phone or landline if you or your client will not have internet access at the time of the hearing.

If a case is ready to be set for trial

- If a case needs to be set for trial, you can email court.filings@kcmo.org a joint motion for trial setting signed by yourself and the prosecutor.

If a case is ready for plea, you have two options.

- You can appear for your client without a waiver on the virtual docket. Clients will not need to appear.
- You may file a waiver of appearance and guilty plea form at olivia.jones@kcmo.org. A judge will review your case and enter judgment without a personal or virtual appearance. A sample form can be found www.kcmo.gov/court under the Information for Attorney section.

Continuances

- Continuances will only be granted for good cause shown at the virtual hearing.

Payments

- Pay in full online with debit or credit card at www.kcmo.gov/court.
- Pay in full or make payment plan payments by mail with check or money order payable to "Municipal Court" to P.O. Box 219381, Kansas City, MO 64121-9381 or using the drop box in the lobby just inside the doors before security. Please ensure a case number or payment plan contract number is included with these payments.
- **Your client will be able to receive time to pay by emailing** mcpayment@kcmo.org **once the plea has been approved and entered by the Judge.**

Other filing tips:

- All court filings must be PDF format and must be appropriately captioned to include case number(s), Defendant's full name, and birth date.
- The attorney signature block must contain the attorney's name, Missouri Bar number, mailing address, phone number, fax number, and email address.
- Email all filings and motions to court.filings@kcmo.org. (using other emails at the court may delay your filing.)
- Serve the Prosecuting Attorney by emailing certificate.service@kcmo.org.
- It is recommended that you file your motions and correspondence with a delivery or read receipt requested.